

ASPIRA, INC. OF NEW JERSEY

EXECUTIVE OFFICE • 87 HALSEY STREET • NEWARK, NEW JERSEY 07102 • (201) 642-4047

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Paterson  
Paterson County Center  
87 HALSEY STREET  
NEWARK, N. J. 07102  
(201) 642-8880

Hudson County Center  
112 NEWARK AVENUE  
JERSEY CITY, N. J. 07310  
(201) 432-4344

WE HAVE MOVED!

Our New Address  
106 HALSEY STREET  
NEWARK, N. J. 07102  
(201) 642-8880

February 28, 1983

Mr. Robert W. Parsons, Jr.  
President  
The Hyde and Watson Foundation  
507 Westminster Avenue  
Elizabeth, New Jersey 07208

Dear Mr. Parsons:

I am enclosing a proposal from Aspira, Inc. of New Jersey for consideration by the Grants Committee.

We have included all supporting materials requested as well as a set of photos depicting the status of the 106 Halsey Street offices when we acquired the space.

We are sending the 1981 Audit Report because the recent audit report will not be completed until May, 1983.

As the new Executive Director of Aspira, let me apologize for sending our application so close to the deadline. I have had much to contend with in my short tenure.

Please feel free to contact me if there are any questions.

Thank you.

Sincerely,

  
Maria Vizcarrondo-DeSoto  
Executive Director

MVD/sm  
Enclosures

Grant Application to The Hyde and Watson Foundation

Legal Name of Applicant Organization: Aspira, Inc. of New Jersey

Address: 106 Halsey Street, Newark, New Jersey 07102

Telephone Number: (201) 642-8080

To: The Hyde and Watson Foundation

Date: February 28, 1983

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Appeal From: Hector Delgado, Chairperson, Aspira Board of Directors  
(609) 452-5750

Purpose of Requested Grant: This is a request for a one-time grant of \$9,773 towards the relocation and improvement expenses of the Aspira Essex County Center and Administrative Offices at 106 Halsey Street, Newark.

Background of Appeal:

Aspira had successfully negotiated a three year lease for these new offices at 87 Halsey Street at a very low rental (\$2.00/sq.ft.) in return for extensively renovating the space, with the help of the Hyde Foundation, and was arranging to buy the building on a long term payment plan. The Prudential Insurance Company contributed needed furniture for the offices, and the Geraldine R. Dodge Foundation provided money for a Creative Arts Program out of which grew an art gallery and art work to decorate the walls.

Just when the agency seemed to be settled into what is hoped would be its long-time home, circumstances changed. The owner of the building with whom we had been negotiating died during the fourth year of our tenancy. His son wanted to rid himself of his Newark property and had a buyer who wanted 87 Halsey Street and the adjoining building and could pay cash immediately.

The new owner, Gonzer Associates, wanted Aspira to pay rent of \$8.00 a square foot, and when this was not within our budget, Aspira was given one month in which to vacate.

Thanks to the timely and wise assistance of one of New Jersey's leading attorneys, Alan Lowenstein, who is a member of our Committee of Sponsors, Aspira obtained additional time to move and compensation for leasehold improvements.

Aspira has now relocated its offices to 106 Halsey Street. The new headquarters and student center are one block from where Aspira had been and centrally located to hundreds of our students. However, in order to get a reasonable rent (\$3.85/sq.ft.) with no escalation clause (\$16,000 per year for five years), Aspira had to plaster, paint, put in electrical wiring, etc. Through the very special efforts of Aspira's dedicated staff, enthusiastic students and loyal friends who carried furniture and files over two weekends and renovated at cost, Aspira saved close to \$20,000.

The landlord agreed to install storm windows, separate thermostats for executive, staff and storage areas to control costs, and a new heating system. The police checked out the Wells Fargo security system in place and found it secure, but recommended the addition of an intercom system. Aspira has all necessary fire, theft and damage insurance, plus insurance on all office equipment.

The main improvements which Aspira still needs to make are for an intercom system, air conditioning, drapes and blinds. During this latest heat wave, the office had to close early since the windows, while providing light and air, are not shaded from the sun.

The total actually spent on renovating and refurbishing the new offices to date is \$9,464. We anticipate another \$9,309 needed in order to buy drapes and blinds, and to install air conditioning and an intercom. These are expenditures which we had no way of anticipating in our budget, and unless we can raise this amount, the money will have to come out of Aspira's regular operating costs.

Enclosed is a relocation report to Aspira's Board of Directors discussing the move and renovation expenses, along with copies of bills paid and photographs of the 106 Halsey Street location before it was renovated.

Project Financing:

Total Needed	\$18,773
Raised in pledges or cash to date	9,000 - 9/82 - Chas. Hayden Foundation
Amount likely but not pledged to date	-0-
Balance Needed	9,773
Amount Requested	9,773 - from The Hyde and Watson Foundation

Urgency of Foundation Response or Commitment:

Because Aspira was forced to move and had to renovate the new offices so that client services could continue with as little interruption as possible, Aspira spent money from General Operating funds to cover moving, plastering, painting, etc. However, money is needed to install air conditioning before the hot summer months. Venetian blinds and fans have been purchased due to the extreme summer heat in 1982. Drapes are needed to make the program offices less cold and sterile. The security system for the program offices is quite good. However, an intercom system is needed in the executive offices because the system does not protect the Executive office which is at the opposite end of the building with no means to identify visitors or sound an alarm.

An answer from the Foundation in April or May would be acceptable.

Urgency of Grant Payment: Soon after decision is made by the Board of Trustees, so that work can begin and workmen paid.

  
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Hector Delgado, Chairperson

# GENERAL INFORMATION

Aspira, Inc. of New Jersey  
106 Halsey Street  
Newark, New Jersey 07102  
(201) 642-8080

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1. Founded: 1968 in Newark, New Jersey
2. Incorporated: New Jersey, 1968, Educational 501(c) (3)  
Board Members: 9 9 Voting 0 Non-voting
3. Current list of Board Members attached.
4. Preferred Administrative Contact: Ms. Maria Vizcarrondo-DeSoto,  
Executive Director, (201) 642-4047.
5. Qualifying Status: Copy of IRS determination letter on 501(c) (3) attached.
6. Geographic Area Serviced: Junior and senior high schools in Hudson, Passaic  
and Essex counties.
7. Program/Services offered:
  - Leadership Skills Development
  - Counseling - Educational and Family
  - Career Counseling and Planning - Health Careers, Adult, Vocational,  
and Internships
  - Financial Aid
  - Tutorial Services
  - Delinquency Prevention and Rehabilitation

See enclosed annual report for additional information and details on pp.3 to 8.

8. See enclosed annual report page 3 for numbers of students served. Aspira  
services Hispanic Youth, mainly Puerto Rican, primarily in the age range of  
14 to 18. However, we also serve White and Black students in smaller per-  
centages. Most of our clients are low-income, disadvantaged with one-parent  
homes and family problems.
9. Priority of Financial Needs: We have adequate program funds from government  
and restricted private grants. We cover our administrative costs through  
unrestricted corporate and foundation gifts. However, we have no sources of  
funds for this project. Therefore, it is a number one priority.
10. See attached. Our audit for Fiscal Year 1982 should be completed in May, 1983.

ASPIRA, INC. OF NEW JERSEY

EXECUTIVE OFFICE • 106 HALSEY STREET • NEWARK, NEW JERSEY 07102 • (201) 642-4047

HECTOR L. DELGADO  
Chairperson

July 19, 1983

MARIA VIZCARRONDO DE SOTO  
Executive Director

Mr. Roberts W. Parsons, Jr.  
President  
The Hyde and Watson Foundation  
507 Westminster Avenue  
Elizabeth, New Jersey 07208

Board of Directors  
NORMA ALTRIDGE  
DIANA MALDONADO CERVANTES  
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JOSEPH LESPER  
MYRNA MILAN  
IGNACIO PEREZ  
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MICHAEL ROCHE  
FELIX RUZ  
MARIA MERCADO SANTIAGO  
RAFAEL VALENTIN

Dear Mr. Parsons:

On behalf of the Aspira Board of Directors, students and staff, I would like to thank The Hyde and Watson Foundation for its grant of \$9,700 received June 17, 1983 for essential facilities, relocation to 106 Halsey Street quarters, and leasehold improvements.

Neither the Foundation Trustee-Members nor its staff control Aspira, Inc. of New Jersey, sit on its Board of Directors, or decide Program policy or project activities.

As of June 17, 1983, Aspira continues to be tax exempt under Section 501(c)(3) of the Internal Revenue Code, and its status as "not a private foundation" under Section 509(a) of the Internal Revenue Code remains unchanged.


Grant funds are being used in accordance with the terms of the grant and will not be used in any way which would subject the Foundation to penalty taxes.

The air conditioning has already been put in, to the delight and relief of students and staff. As soon as all work is complete, I will send a report and accounting of the disposition of the grant funds.

I am enclosing Aspira's 1982 Annual Report and Audit. Our 1983 Annual Report should be ready in November, 1983 and our 1983 Audit in March, 1984, at which time I will send them to you.

Aspira is in compliance with all requests made by The Hyde and Watson Foundation.

Sincerely,

  
Maria Vizcarrondo-DeSoto  
Executive Director

MVD/sm  
Enclosures

Committee of Sponsors

EDWARD J. LENIHAN  
Chairperson

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FRED G. MEISSNER, JR.  
RICHARD MULHOLLAND  
GLORIA POLAK  
A. WAYNE TAMARELLI, SR.  
MARSHALL L. WOLF

Centers

Essex County Center  
106 HALSEY STREET  
NEWARK, N. J. 07102  
(201) 642-4090

Hudson County Center  
172 NEWARK AVENUE  
JERSEY CITY, N. J. 07302  
(201) 433-8348

Passaic County Center  
136 WASHINGTON STREET  
PATTERSON, N. J. 07758  
(201) 279-3110